



# FIRE PROTECTION SYSTEM SHUTDOWN REQUEST

Date of Request: \_\_\_\_\_

Name of company/person performing work: \_\_\_\_\_

Phone/cell where they can be reached 24/7: \_\_\_\_\_

Name and cell of SUNY project manager or representative: \_\_\_\_\_

Location: Building: \_\_\_\_\_ Room #s / Area: \_\_\_\_\_

Description of Work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Type of fire protection system or device affected: (check all that apply)

Fire alarm system     Fire sprinkler system     Hydrant # \_\_\_\_\_

Other FP system: \_\_\_\_\_

Exact date(s) and time(s) work is to be performed: \_\_\_\_\_

*(a minimum of 72 business hours required for all non-emergency related shut downs)*

**\*\* ATTENTION SUNY PROJECT MANAGER:** Submit completed form to OEM, SB 217, Attn: Scott Schulte (by fax 845-257-6915). Request is not considered complete until OEM approval \*\*

## READ INSTRUCTIONS BELOW CAREFULLY

<ol style="list-style-type: none"> <li>1. Any field left blank or incomplete will result in denial of request.</li> <li>2. Shutdown request must be submitted by SUNY Project Manager or Director/Asst. Director of FOC.</li> <li>3. Work cannot begin if there is a chance of fire alarm activation, without approval via signed form.</li> <li>4. Approved form must be posted with Building Permit, Hot Work Permit, etc.</li> <li>5. Person(s) performing work must confirm shutdown has been effected prior to commencement of work. Overtime approval must be arranged between Director/Asst Director FOC &amp; SUNY Project Mgr.</li> <li>6. Work requiring shutdown or turn on during holiday or weekend requires 120 business hours notice.</li> <li>7. If dust is created, area must be ventilated prior to alarm being returned to service</li> </ol>	<ol style="list-style-type: none"> <li>8. If dust is created, smoke and heat heads must be covered, even when devices are disabled:             <ol style="list-style-type: none"> <li>a. Powder-free latex glove or shower cap</li> <li>b. Painters tape</li> <li>c. <b>NO</b> duct tape!</li> </ol> </li> <li>9. Damage to fire alarm devices will be the responsibility of the person/company performing work.</li> <li>10. Normal hours for shutdown or turn on is 7:00 a.m. – 3:00 p.m. Hours needed outside that time must be pre-approved through FOC via SUNY Project Manager.</li> <li>11. Persons/entities/organizations deemed by OEM to be causing nuisance/false alarm activations due to failure to follow impairment guidelines may be subject to STOP WORK ORDER, or removal from site.</li> </ol>
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### FOR OEM USE ONLY:

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_ Work Request # \_\_\_\_\_  
Special instructions: \_\_\_\_\_

Denied by: \_\_\_\_\_ Date: \_\_\_\_\_  
Reasons for denial: \_\_\_\_\_

Fire Dept. & OFPC Notified by OEM